



DEPARTMENT OF THE ARMY  
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ATZK-RMA (37a)

6 August 2003

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Six Policy Memo No. 40-18 - Army Purchase Card Delinquency

1. References:

- a. Commander TRADOC Memorandum, 17 March 2003, Subject: Army Charge Card Programs.
- b. Secretary of Army Memorandum, 28 January 2003, Subject: Army Charge Card Programs.
- c. Department of Army Government Purchase Card Standing Operating Procedure, 31 July 2002 (<http://purchasecard.salt.army.mil/army>).

2. The Secretary of the Army directed a series of corrective actions (Ref 1b) to curb payment delinquencies for the Army Purchase Card Program and hold command leadership accountable for results. He stresses the responsibility and accountability to which cardholders, approving/billing officials, commanders, and program managers will be held. The Army's primary delinquency measure will be percent of dollars delinquent and the established goal is payment of all invoices within 30 days of end of billing cycle. Further, the Army has mandated that all billing official accounts be Electronic Data Interchange (EDI) enabled and certified through the US Bank Customer Automated Reports Environment (CARE) electronic access system.

3. The Army Purchase Card Program is a commander's program. To implement the corrective actions directed by the Secretary of the Army, the TRADOC Commander (Ref 1a) has set a command standard—**no account delinquencies**. DCSR, through the installation DRM, will provide a listing, at the end of each billing cycle, of billing officials whose accounts have become delinquent as of the start of the new billing cycle (24<sup>th</sup> of each month). The installation DRM will analyze the report and provide an explanation for the delinquencies to the TRADOC DCSR by the 15<sup>th</sup> of the following month.

4. Successful purchase card program management requires timely attention to responsibilities by cardholders and billing officials. To meet program initiatives outlined above and achieve **no account delinquencies**, the following responsibilities will be accomplished:

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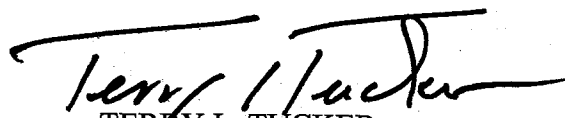
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a. Cardholders will adhere to responsibilities as outlined in reference c, paragraphs 3d, 7, and 12e. Specifically, the requirement to complete review and approval of monthly statements within 3 business days of the end of the billing cycle, using the CARE system, is required.

b. Billing Officials will adhere to responsibilities as outlined in reference c, paragraphs 3d, 7, and 12d. Specifically, certification of monthly invoice within 5 business days of the end of the billing cycle, using the CARE system, is required.

c. The DRM will report delinquent purchase accounts caused by untimely certification for the previous billing cycle to the Chief of Staff by the 1<sup>st</sup> day of each month. The Chief of Staff will forward this report to commanders and directors. Commanders and directors will respond to the Chief of Staff by the 10<sup>th</sup> of each month with an explanation as to why the accounts were not certified for payment in a timely manner. Chief of Staff will direct DRM to consolidate the required explanations and forward to TRADOC DCSRM NLT the 15<sup>th</sup> of each month.

5. Management of the Purchase Card program is the responsibility of all levels of Command. The program provides substantial savings and internal efficiencies to the Army and is crucial to our mission. Prompt certification of invoice payments will increase the rebates that come directly back to our operating funds. Delinquencies result in interest payments and have a negative effect on our operating funds. Failure of leadership to take action is unacceptable. I expect individual cardholders, billing officials, their supervisors, and leaders to take personal responsibility.



TERRY L. TUCKER  
Major General, USA  
Commanding

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